

Supplement to General Order
Judge Michael L. Rankin
Civil I, Calendar 4
September 2015

I. CHAMBERS, STAFF, AND SCHEDULE FOR CALENDAR 4

Judge:	Michael L. Rankin
Chambers:	6440 - Moultrie Building 500 Indiana Avenue, NW Washington, DC 20001
Phone:	(202) 879-1220
Fax:	(202) 879-0129
E-Serve address:	JudgeRankinEserve@dcsc.gov
Judicial Administrative Assistant:	Jayne I. Withers
Law Clerk:	Kathryn Ardizzzone
Courtroom Clerk:	Lisette Bonilla
Courtroom:	Courtroom 516
Courtroom Phone:	(202) 879-4636

Unless otherwise directed, matters on Calendar 4 will take place as follows:

In-court proceedings: Courtroom 516

Pretrial/Settlement Conferences & Motion Hearings: By appointment in Courtroom 516.

Trials: Mondays through Fridays from 9:30 a.m. to 4:00 p.m., in Courtroom 516, unless otherwise noted.

Scheduling Conferences, Status Hearings, Oral examinations, *Ex Parte* Proof Hearings, and all other Hearings: Scheduled by appointment.

[THE FOLLOWING SECTIONS SUPPLEMENT THE CORRESPONDING SECTIONS OF THE CIVIL DIVISION'S GENERAL ORDER]

II. MOTIONS, OTHER FILINGS, AND COURT RECORDS

Formatting: Typewritten motions and other filings shall be double-spaced and in at least 12-point font; footnotes shall be in at least 10-point font. Parties should use a serif typeface, such as Times New Roman, Garamond, or Century Schoolbook and should not use mono-spaced fonts.

Page Limits: Memoranda of law that exceed ten (10) pages in length are discouraged and filings exceeding twenty (20) pages (exclusive of exhibits and certifications) are prohibited without prior leave of Court.

Courtesy Copies: Parties SHOULD NOT provide courtesy copies as a regular matter, unless explicitly directed to do so by chambers. Where courtesy copies are requested, filings exceeding 200 pages must be provided in a three-ring binder and must include tabs for the exhibits and use highlighting or other techniques to draw the Court's attention to specific content (*e.g.*, relevant sections of text) in the exhibits.

Incorporation by Reference: Notwithstanding the Super. Ct. Civ. R. 10 (c), incorporation by reference of previously- or contemporaneously-filed documents is prohibited to the extent that the combined length of the filing and the incorporated-by-reference argument exceeds the Court's page limit. Each filing must stand or fall on its own merits.

Rule 12-I (a): The Court strictly enforces the advance consultation requirement of Rule 12-I (a). Any motion that does not include a separate certification that states whether or not consent was obtained from all interested parties *and the efforts taken to secure such consent (if consent is not procured)* may be summarily denied without prejudice.

Proposed Orders to Chambers: Pursuant to Administrative Order 06-17, whenever parties file a motion or opposition they shall provide the Court with a Proposed Order granting the relief sought in their filing. The Proposed Order must be sent to the Court's electronic mail address, at JudgeRankinEserve@dcsc.gov. If no Proposed Order is received by the Court, the document is not considered properly filed and may be summarily denied without prejudice.

Extensions of Time: Stipulations between parties or counsel are not effective to change deadlines set by the Court. To extend any such deadline, a party *must* file a motion requesting the extension.

Time for Filing: Filings submitted after 5:00 p.m. on the day they are due by Order or Rule are considered untimely and must be accompanied by a Motion for Leave to Late File.

Replies to Oppositions: Replies to oppositions are prohibited except where a motion for leave to file a reply is granted, and are generally discouraged.

Motions for Leave to File: Whenever possible, motions for leave to file a document should be accompanied by a copy of the proposed filing.

Docket Maintenance: The official court record is CourtView. The docket and court filings are maintained electronically and may be viewed at terminals in the Civil Clerk's office (Room 5000) of the Moultrie Building or on the internet via the Superior Court website, www.dccourts.gov/pa/.

Ripe Motions: Irrespective of the nature of the matter scheduled for hearing before the Court, any Motion that is **ripe** (ready for disposition) may be heard by the Court at any hearing scheduled on the Court's calendar. Consent motions are considered ripe upon filing.

Motion Hearings: A complete copy of motions or oppositions filed within two days of a hearing should be emailed to rankinm3@dcsc.gov. Motions will be decided on the paper filings alone unless the Court determines that a hearing would aid its consideration.

Emergency Motions: Any represented party who files an emergency motion shall contact all opposing parties and chambers to provide notice of the emergency motion within 24 hours of its filing.

E-Filed Motions: Please note that E-filed motions and other filings do not reach chambers instantaneously; rather, it generally takes 1-2 business days for the Civil Clerk's office to receive and process filings. Parties should contact the Civil Clerk's office at (202) 879-1133 to inquire as to the status of pending motions or are advised to check the Court's online docket.

III. DISCOVERY

Discovery Disputes: Judge Rankin strictly enforces the provisions of Civil Rules 26 (i) and 37 (a) requiring that the parties meet, face-to-face, for a reasonable period of time in an effort to resolve or narrow any discovery-related dispute. All discovery-related motions must include a certification setting forth the details of the parties' meeting.

VI. PRETRIAL/SETTLEMENT CONFERENCE

Settlement Authority: A representative of each party with *full* settlement authority must be present at the pretrial/settlement conference. Non-party principals from outside the D.C.-Baltimore Metropolitan Region may be permitted to participate by telephone if the party seeks leave of Court by motion at least two weeks prior to the pretrial/settlement conference.

Joint Pretrial Statement: The Joint Pretrial Statement must be filed seven (7) days prior to the scheduled Pretrial Conference. If a Joint Pretrial Statement is not received on or before that date, the Pretrial Conference may be rescheduled *sua sponte*. Parties unable to timely complete a Joint Pretrial Statement should seek leave of Court to either continue the Pretrial Conference or file a Non-Joint Pretrial Statement.

Special Jury Instructions and Judicial Notice of Regulations or Statutes: Where the parties request that special jury instructions be given or that municipal regulations or statutes receive judicial notice and admission into evidence, each proposed special instruction, regulation, or statute shall be typed on a separate sheet of paper, ***accompanied by a copy of the pertinent authority for the request***, and submitted with the Joint Pretrial Statement. A copy of the proposed instruction, regulation, or statute should be emailed to Judge Rankin's EServe Inbox, JudgeRankinEserve@dcsc.gov, in non-write-protected form.

Motions *in Limine*: Notwithstanding the later deadline set forth in Superior Court Rule of Civil Procedure 16 (b), Motions *in Limine* should be filed at least three weeks before the pretrial conference, unless leave of Court is given to file later. Oppositions to motions *in limine* should be filed no later than one week prior to the pretrial conference.

VII. TRIAL

Trial Status Update: On the Wednesday preceding a Monday trial date (or three business days prior to the beginning of a trial set for any other day of the week), the parties jointly or, if mutually agreed upon, through one party making a joint representation, shall call chambers and inform the court of the status of the trial. This update should include the status of any settlement discussions, the estimated length of the trial (not to exceed the time set at the pretrial conference), any issues that need to be brought to the court's attention, and any changes to the posture of the case that may have occurred since the pretrial conference.

VIII. OTHER MATTERS

Contact with Chambers: Counsel or parties shall contact the Clerk of the Civil Division's office at (202) 879-1133 or consult the online docket to ascertain the status of motions, except as may be required by extraordinary or emergency circumstances. The only matters that the Court will address over the phone through its staff are scheduling matters, but only if all parties are present via teleconference. Chambers staff will not provide legal advice, and parties and counsel shall not attempt to engage in *ex parte* communications with the Court.

Effective September 2015